

REQUEST FOR PROPOSAL

INTRODUCTION

The Michigan Office of Highway Safety Planning (OHSP) and the Michigan Truck Safety Commission (MTSC) are soliciting proposals for services to (1) construct; (2) maintain, and; (3) conduct classes for a new Michigan Center for Decision Driving (MCDD) for Fiscal Year 2016. The current MCDD is looking for a new location since the lease at the present location has ended. This proposal is available to colleges and universities, government, and non-profit agencies.

BACKGROUND

Driver education involves improving driver behavior directly by teaching better driving skills, improving safety awareness, and motivating individuals to drive safely. Commercial motor vehicle-involved crashes cause devastating results on Michigan's highways due to the nature of the size of the vehicles involved. During the past five years, 3.8 percent of the traffic crashes in Michigan have involved commercial motor vehicles. However, in the same time period, commercial motor vehicle-involved fatalities constitute 9.7 percent of the total crash fatalities. The MCDD was declared a best industry practice under a study by the University of Michigan Transportation Research Institute in 2015. The MCDD provided commercial vehicle operators and truck drivers with crash avoidance techniques, skid control training, and a variety of other defensive driving hands-on practice and classroom instruction.

PURPOSE

The purpose of this project is to (1) construct (or otherwise obtain access to a skid pad) and (2) maintain a classroom facility including skid pad, and; (3) conduct classes for a new Michigan Center for Decision Driving that provides classroom instruction combined with hands-on training for commercial vehicle operators and truck drivers. The instruction will include crash avoidance techniques for heavy trucks, including combination trucks, hands-on training in skid control and defensive driving principles and techniques.

REQUIRED PROPOSAL ELEMENTS

Task #1: Identify the project goal(s) and measurable objectives. The goals should include a description of the courses and the approximate number of students to be taught monthly/annually. Also, identify the truck driving population to be served and how the site(s) proposed for the facility align with and serve the target student population.

Task #2: Provide a detailed and realistic timeline for the project.

Task #3: Provide a business plan/methodology for the accomplishing the project. Specific proposed sites for the facility should be identified. In addition, plans should describe how the facility will be managed to ensure an adequate and continuing supply of students. This may include plans for outreach or other means of recruiting sufficient students to ensure that the facility is fully utilized. Proposers are encouraged to consider alternative methods of financing construction (if needed) or otherwise obtaining access to appropriate skid pad facilities, since Commission funds are limited and may not be sufficient to pay for buying land and constructing a facility.

Task #4: Describe the resources the applicant possesses (financial, knowledge, experience, etc.) to successfully complete the project.

Task #5: Identify any contractors and sub-contractors (if known), as well as their roles, and responsibilities. This should include all aspects of the project, from site development and construction (if needed) to the continuing operation of the facility.

Task #6: Describe experience working with government agencies (if any).

Task #7: Provide two examples of experience working on complex projects.

Task #8: Identify the project team member(s) for the construction phase of the project (if known), their experience relevant to this project, the organization of the project team, and each team member's roles and responsibilities.

Task #9: Identify MCDD staffing for center operations and course delivery (i.e. MCDD director, faculty, support staff, etc.) as well as their roles and responsibilities.

Task #10: Provide a complete and detailed budget including a breakdown of specific costs (i.e. personnel, operating, equipment, contractual, indirect) as well as in-kind contributions, and private donations.

Task #11: Provide a continuation and cost-assumption plan which describes how the MCDD would be supported over the long-term.

ADDITIONAL SPECIFICATIONS

- ✓ The organization awarded the grant must agree to abide by the OHSP "Grant Management Requirements" as referenced in Attachment C.
- ✓ Following the selection of a successful proposal, the applicant must complete a formal grant application using OHSP's web-based grant application to finalize grant details.
- ✓ All OHSP grants are administered on a reimbursement basis. All grant-related costs incurred are first paid by the grantee then reimbursed by OHSP.
- ✓ Monthly progress and financial reports are required, even for months with no activity.
- ✓ Provide the MTSC with project updates at every Commission meeting.
- ✓ Funding for this project is contingent upon the availability of Michigan Truck Safety Funds.
- ✓ Changes in State programs and/or funding may lead to changes in MTSC programs, requiring reasonable accommodations from grantees to keep existing projects consistent with organizational goals. The grantee will receive immediate notice of proposed changes and has the right to refuse project expansions beyond their capabilities, in which case supplemental assistance may be sought.
- ✓ The maximum indirect cost rate for this project is 20 percent of total costs.

DUE DATE

All proposals for this project must be received at OHSP by Friday, February 12, 2016.

Proposals must be submitted electronically in Adobe Acrobat or Microsoft Word to:

HengesbachJ2@Michigan.gov

Contact information

Please direct any questions about this grant opportunity to:

Ms. Janet Hengesbach, Executive Secretary
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